

**OFFICE OF THE SECRETARY**

**Incumbent Worker Training Program (IWTP)  
- Customized Training -**

**Training Provider Instructions for Contract Amendment Requests:**  
**Revised: 03/06/2006**

**Note:** Contract Amendment Requests must be completed by Primary Training Providers requesting to change the ending date of the contract, the total obligation amount, employer(s) or training provider(s) identification or ownership information and/or to make substantial changes to previously approved services provided. Substantial changes to previously approved services shall mean changes that affect the overall nature or character of training services being provided or received. All amendments require formal changes to the contract, which must be signed by all parties and approved by LDOL and the Office of Contractual Review (OCR). The terms and conditions of the contract shall remain in effect until LDOL and OCR have approved an amendment. No amendment will be allowed within 90 days prior to the contract ending date. No changes to the performance objectives in the contract will be allowed within 180 days prior to the contract ending date.

- A) The Primary Training Provider must Log-in to the IWTP Customized Training Web site @ <https://IWTP.laworks.net>
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- B) The Primary Training Provider may then be prompted with a notification of entering a 'secured site' and should respond affirmatively.
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- C) At the Customized Training Log-in screen the Primary Training Provider is presented with the following options:
1. If the Primary Training Provider is an existing user, he will enter his username and password.
  2. If the Primary Training Provider is an existing user and has forgotten his username, he will click on the 'Forgot Username?' link.
  3. If the Primary Training Provider is an existing user and has forgotten his password, he will enter his username and click on the 'Forgot Password?' link.
  4. If the Primary Training Provider is an existing user and would like to change his password, he will enter his username and password and click on the 'Password Maintenance' link.
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- D) Upon validation of username and password, the Primary Training Provider will select:
1. Select an Application/Contract below (or Enter Case # below)

Selecting an existing application or contract directs the Primary Training Provider to the Customized Training Main Menu.

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**The IWTP Customized Training Main Menu will consist of the following options:**

- A. Employer Maintenance
- B. Primary Training Provider Maintenance
- C. Display Current Status & View Details
- D. Quarterly Report Menu
- E. Customer Satisfaction Report
- F. Amendment Request
- G. Revision Request
- H. Invoice
- I. Scope of Training
- J. Current Summary of Line Item Costs
- K. View/Print Entire Application
- L. Select Another Application/Contract

**Note:** **Log-Off** is located in the upper right hand corner of the screen(s).

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**Option A: Employer Maintenance** (Allows employers to edit his/their information)

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**Option B: Primary Training Provider Maintenance** (Allows primary training provider to edit his information.)

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**Option C: Display Current Status & View Details** (Tracks status of application)

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**Option D: Quarterly Report Menu** (Allows entry of Quarterly Report by Training Provider)

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**Option E: Customer Satisfaction Menu** (Allows entry of Customer Satisfaction Report by Employer)

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**Option F: Amendment Request**

**NOTE:** To start a new request, click the New button beside Amendment Request on the Main Menu. Once an Amendment Request has been started and then saved, there will be a drop down box beside Amendment Request on the Main Menu. Click the Amendment that is being worked on to continue making changes. It will have Amendment, the number (for example, 1 if it is the first Amendment), the date and then Saved. Once the Amendment has been submitted to LDOL, Pending LDOL Approval will show after the date. Once submitted to LDOL the Training Provider will not be able to make any changes but will be able to review the information or to print the information by clicking Re-Print Request. **While approval is pending for an Amendment, a new Revision Request cannot be entered.**

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**The Amendment Options will consist of items:** (To expand an item click the box in front of the item name)

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**Item 1: Change the Contract Ending Date** – Allows Training Provider to add new requested ending date. In the Reason Box, add an explanation of why the ending date should be changed. A plan of how the remaining training will be completed is to be included with your request.

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**Item 2: Change Primary Training Provider** – To change primary Training Provider, click on the drop down box and choose the appropriate training provider. In the Reason box explain in detail the reason for wanting to change the primary Training Provider.

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**Item 3: Changes to Primary Employer Information** – To change the Employer's Unemployment Insurance number, Federal Tax ID, Employer's name, type of company, or ownership; type the new information in the appropriate box under New. In the Reason box, explain the reason for the requested changes.

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**Item 4: Changes to Primary Training Provider Information** – To change the Training Provider's Unemployment Insurance number, Federal Tax ID, Training Provider's name, type of company, or ownership; type the new information in the appropriate box under New. In the Reason box, explain the reason for the requested changes.

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**Item 5: Add Employers to Consortium** – To add an Employer to Consortium, click the Add Employer button. A row of boxes will appear. Type in the Employer's Unemployment Insurance number, Federal Tax ID, and Employer Name. There is also a remove button in case you want to remove the employer information that you had typed in. In the Reason box, explain the reason for adding the employer(s). An explanation of how many trainees and what courses the trainees are going to take is to be provided. Depending on what those changes are, changes to Item 6, Item 7 and/or Item 8 may also be necessary.

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**Item 6: Substantial Change to Services Provided** – In the Reason Box, explain what changes are being requested and why.

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**Item 7: Change to Performance Objectives** – To change Employees to be Trained, Jobs to be Created, Employees to be Retained and/or Average Wage Increase, type the new information in the appropriate box under New. In the Reason box, explain the reason for each of the requested changes to the performance objectives.

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**Item 8: Change to Total Obligation or Employer Contribution** – To change the Total Obligation, type the dollar amount that needs to be subtracted/added for each of the appropriate cost categories in the Obligation Change column. To subtract an amount, be sure to put a minus sign (-) in front of the dollar amount. To change the Employer Contribution, type the dollar amount that needs to be subtracted/added for each of the appropriate cost categories in the Empr. Contrib. Change column.

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**To end the session:**

Click on the "Save" button to save the change information **OR**

Click on the "Submit" button to submit the information for LDOL review/approval and to print **OR**

Click on the "Cancel" button to erase the information **OR**

Click on "Back to Main Menu" link.

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**Option G: Revision Request** (Allows entry of Revision Requests)

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**Option H: Invoice** (Allows entry of Invoices)

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**Option I: Scope of Training** (Displays Scope of Training)

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**Option J: Current Summary of Line Item Costs** (Displays the Current Summary of Line Item Costs)

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**Option K: View/Print Entire Application** (Displays/Prints Entire Application)

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**Option L: Select Another Application/Contract** (Allows Training Provider to pick another application/contract)

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...End of Instructions...